

**TOWN OF SOUTH BETHANY
PUBLIC WORKS/MAINTENANCE LABORER
POSITION DESCRIPTION**

TITLE: Public Works/Maintenance Laborer
DEPARTMENT: Public Works/Maintenance
REPORTS TO: Public Works Supervisor
STATUS: Non-Exempt

General Summary: Under the direction of the Public Works Supervisor, this individual performs all tasks and projects for the general maintenance of the Town and Town-owned property and buildings. This position may require working weekends Memorial Day through Labor Day as well as working evenings and weekends for emergencies and Town-related issues. The Public Works/Maintenance Laborer will work effectively with the Public Works Supervisor, Town Manager, Code Enforcement Officer, Police Chief and Beach Patrol. This individual is expected to be a self-starting, reliable individual who assists and follows directives from the Public Works Supervisor. Assists seasonal employee(s) when directed.

Duties and Responsibilities:

- Responsible for the general maintenance of the Town ensuring that the Town and beach is free of trash and beach walkways and ramps are maintained (free of sand and obstacles). Ensure that storm/sand fence is intact and maintained.
- Responsible for mowing and landscaping the medians and rights-of-way on Coastal Highway and/or other areas throughout Town.
- Responsible for cleaning and maintaining storm drains from silt and debris.
- If designated by the Public Works Supervisor, acts as the Safety Director for the Department by providing training in safety for Worker's Compensation purposes. Responsibilities include writing and updating the Town's Safety Manual, scheduling training, and scheduling monthly safety meetings. Representation at Safety Committee meetings must be approved by the Public Works Supervisor.
- Responsible for the general maintenance of Town Hall, Public Works, and the Police Department; maintains stock of paper products and cleaning products or any other supplies requested.
- Maintains grounds at Town Hall including, but not limited to, parking areas, fitness area and walking/historic trail. Restock dog waste dispensers and empty dog trash receptacles daily.
- Cleans building gutters, downspouts, windows, etc., as required. Replaces light bulbs in parking lot and conducts minor electrical and/or plumbing repairs as needed.
- Set-up and removal of tables, chairs, etc., for Town meetings, committees, and/or special events.
- Plow snow from roads, parking areas and walkways as required. This may require working evenings and weekends.
- Maintains Town-owned landscaping/lawn areas by mowing, weed spraying, weeding, plant and tree installation, plant watering, pruning and maintenance, and other duties as assigned.
- Assists Public Works Supervisor with various projects including capital improvements, street improvements/repairs, and emergency storm preparations and repairs.
- Cleaning and minor maintenance and upkeep of all Town-owned vehicles, as required. Maintain all Town equipment including power tools, mowers, and ATV's. Maintain the Town's outside bulletin boards.
- Assist Public Works Supervisor with removing trash and debris from the canals; assist in minor repairs of the Town's bulkheads, as required.
- Perform other duties as assigned by the Public Works Supervisor.

Required Knowledge, Skills and Abilities

Knowledge of standard general maintenance including, but not limited to, minor electrical, plumbing, and mechanical repairs, and carpentry. Must possess knowledge of general street and storm drain maintenance. Ability to meet and communicate with the public in a respectful and diplomatic manner. Must have the ability to make independent decisions and work effectively with others. Must be able to perform physical labor and heavy lifting of at least 50 pounds. This position could require working in extreme weather conditions. Basic knowledge of manual and power tools including chain saws and commercial mowers is required.

Qualifications/Preferred Requirements

High school diploma, or equivalent, with a minimum of two years construction, maintenance, public works experience and or training. Computer experience, including knowledge of Windows. Valid driver's license required. Municipal experience preferred, but not required.